



ASSISTANT DIRECTOR - PARKING

Job Code: 1801

EEO Class Code: Official / Administrator

Union Status: Unclassified

FLSA Code: Exempt

Salary Grade: o018

NATURE OF WORK

This is a highly responsible management and administrative position involving technical work in the organization and management of a division of the Municipal Parking System. An incumbent's primary responsibility consists of providing and maintaining the maximum number of off-street or on-street parking spaces in the most cost effective manner.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Assists in the development of the Department budget; has full responsibility for the implementation, revision, and compliance review of the division's budget
- Authorizes purchases and expenditures of the division
- Oversees daily activities of division personnel
- Reviews and authorizes division's payroll
- Performs employee performance evaluations, and reviews evaluations performed by subordinate staff
- Coordinates City's parking needs with other governmental agencies
- Assists in the development of Department policies and procedures
- Reviews City Ordinances to insure that they comply with State and County legislation; prepares Ordinances and Resolutions for enactment by City Commission; and attends City Commission meetings and makes presentations as needed
- Attends community meetings, and works with community groups as a representative of the Parking Department
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles and practices of public and business administration; management by objectives; zero-based budget preparation, justification, monitoring and analysis; supervisory principles and practices
- Knowledge of principles and practices of the parking industry; and employee motivation principles and techniques.
- Knowledge of Municipal, County, State and Federal Parking legislation, and collective bargaining agreements
- Ability to interpret parking legislation as it relates to the City of Miami Beach
- Ability to read and interpret surveys, plans and construction documents
- Present clear and concise administrative and technical reports
- Ability to supervise, plan, direct, train, and coordinate the work of professional, technical, and clerical employees in a manner conducive to full performance and high morale
- Ability to communicate clearly and concisely, both verbally and in writing to individuals and to groups
- Ability to establish and maintain effective working relationships with City officials, employees, professional associations, vendors, and the general public

MINIMUM REQUIREMENTS

- Bachelor's degree in Business, Public Administration or a related field and a minimum of two years progressively responsible experience in municipal parking operations including budget administration, and public relations
- Additional related experience may substitute for education on a year-for-year basis
- Comprehensive knowledge of methods, practices, procedures, and equipment pertinent to on-street and off-street parking operations
- Working knowledge of applicable rules, regulations, codes, and ordinances
- Knowledge and ability to direct routine repairs and maintenance on parking equipment and facilities
- The incumbent must be able to communicate effectively, to work under pressure, and possess poise and excellent customer service skills
- DESIRE: experience in Federal APD parking/revenue control equipment or equivalent

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling

SUPERVISION RECEIVED

- General direction is received from the Parking Director
- Work is performed with little direct supervision and with wide latitude for the use of independent judgment
- Performance is evaluated for adherence to City and Department policies and procedures, and attainment of desired goals and objectives through personal conferences and review of reports of division operations

SUPERVISION EXERCISED

- Supervision is exercised through various levels of subordinates over a variety of technical, professional, administrative, specialized, and clerical employees with assigned responsibilities in various phases of division operations